

letters to the FOIA office of the activity that has the record. List other addressees to save time.

**§806.6 Processing requests under FOIA and Privacy Act (PA).**

Process requests under the Act that gives the most information. If the requester cites both Acts, address each in the reply.

**§806.7 Describing records.**

The requester is responsible for identifying the desired record. He or she should sufficiently describe the record to help locate it with a reasonable amount of effort. Generally a reasonable description contains enough information for an organized, nonrandom search. Offices must make reasonable efforts to find the records described. This means searching all activities and locations most likely to have the records, including staged or retired records. If the description is unclear, ask for more specific information. When possible, tell the requester what information would help.

**§806.8 Creating a record.**

(a) The Air Force is not required to create, compile, or obtain a record from outside the Air Force to fulfill a request. You may want to create a new record when it would be a more useful response to the requester or is less burdensome for the agency than providing an existing record and the requester agrees. Do not charge the requester more for creating a record than you would charge for the existing record.

(b) Apply a standard of reasonableness for electronic data when there is a question on whether you are creating, programming, or formatting a record. If you can respond with a "business as usual" approach, process the request, otherwise offer the requester appeal rights.

**§806.9 Special disclosure procedures.**

Some instructions have disclosure procedures for certain types of records. Refer to those instructions for specific disclosure procedures when you process FOIA requests. The only reason to deny a request is a FOIA exemption.

(a) Process FOIA requests for foreign citizens, foreign governments,

their representatives, or international commands under this part, and coordinate with your foreign disclosure office. If the command has no foreign disclosure office, refer the request to SAF/AAIS (FOIA) for SAF/IAD coordination through the MAJCOM FOIA office.

(b) If requests from foreign government officials do not cite the FOIA, refer them to your foreign disclosure office and notify the requester.

(c) If you have a non-U.S. Government record, coordinate with the record's originator before releasing it (see §806.10(e)(1)). This includes records created by foreign governments and organizations like the North Atlantic Treaty Organization (NATO) and North American Aerospace Defense (NORAD). Coordinate release of foreign government records with the U.S. Department of State through the MAJCOM FOIA office. Coordinate release or denial of Letters of Offer and Acceptance (LOA) and SAF/IA through SAF/AAIS (FOIA).

**§806.10 FOIA exemptions.**

Denial authorities may withhold records or information when an identifiable harm would result by disclosure, and the records are exempt under 5 U.S.C. 552(b).

(a) *Exemption 1—Classified Records.* Records properly and currently classified in the interest of national defense or foreign policy, as authorized by executive order and implementing instructions. Apply this exemption when disclosing information by itself or in the context of other information that could reasonably be expected to damage national security.

(1) To make a sound decision, review the record paragraph by paragraph for releasable information. Review all unclassified parts before release to see if they are exempt. Before releasing a reviewed and declassified document, draw a single black line through all the classification markings, so they are still legible and stamp the document "Unclassified." Review material, if appropriate, to determine if it should be classified, even though it was not classified when requested. AFI 31-401, Information Security Program Management (formerly AFRs 205-1 and 205-43), tells how to classify and declassify records. Check to see if information